

**Bureau of Information Services/Network Services Division  
Telecommunications Customer Services**

**INSTRUCTIONS FOR COMPLETING THE AUTHORIZATION ACCESS CODE REQUEST FORM**

1. To Request An Authorization Access Code please complete the attached request form. The PDF and HTML forms will have to be printed and completed manually or using a typewriter. If you want to use a WORD or EXCEL version please E-mail [Carmen.Fournier@state.me.us](mailto:Carmen.Fournier@state.me.us) for the file.
2. Once you have completed the form (for one or more employees as needed) please E-Mail or mail the request form marked **“CONFIDENTIAL”** to:

**Janice Bolduc  
Division of Financial & Personnel Services  
74 State House Station**

**E-Mail Address: [janice.bolduc@state.me.us](mailto:janice.bolduc@state.me.us)**

3. If you need assistance in completing the form or have questions please call Jan Bolduc at 624-7388.

**Bureau of Information Services/Network Services Division  
Telecommunications Services  
145 State House Station / 26 Edison Drive**

**Request for Authorization Access Codes**

Department	Date	<b>Request Code</b>
Contact Name	Contact Phone Number	N (New)
Contact Address		C (Cancel)
Comments		R (Range Change) Indicate New Range

Authorization Code Assigned (For Office Use Only)	Employee Name (Last, First, Middle Initial)	Employee ID Number (SSN)	Telephone Appropriation Number Codes	<b>Request Code</b> <b>Range Limit</b> <b>8 Maine</b> <b>10 US</b> <b>11 US/Canada</b> <b>12 Unlimited</b>